

## **BUSINESS SERVICE OFFICER II (SPECIALIST)**

### **REVIEW OF JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Review:** March 27 – 30, 2006

**Collective Bargaining Identification:** R01

**Job Analysis Review Conducted By:** John Barlow  
Selection Analyst  
Selection Services Section

**Number of Incumbents:** There is 1 incumbent in this classification  
per Department of Corrections Filled/Vacant  
Position Report dated April 7, 2006.

#### **Names of the Subject Matter Expert(s) and their background:**

##### **Michael Salazar III, Business Service Officer II (Supervisor)**

Mr. Salazar has 17 years of experience in the Business Service Officer series. He has been a Business Service Officer II (Supervisor) for all 17 years. He has been with the department for 24 years.

##### **Tom Straub, Procurement Service Officer II**

Mr. Straub directly supervises personnel in the Business Service Officer series. He has been with the department for 26 years.

##### **Tim Walker, Procurement Service Officer II**

Mr. Walker also directly supervises personnel in the Business Service Officer series. He has been with the department for 10 years.

**COMMENTS:** SMEs reviewed the existing job analysis dated November of 2001, to provide any necessary updates/changes. Minor changes were made to include language and title changes consistent with the Department's reorganization of July 1, 2005. In addition, Willingness statements were added.